



Notice is given of a Twizel Community Board Meeting to be held on:

Date: Monday, 28 January 2019

Time: 3.00pm

**Location: Events Centre
Twizel**

AGENDA

Twizel Community Board Meeting

28 January 2019

**Suzette van Aswegen
Chief Executive Officer**

Twizel Community Board Membership:

Jacqui de Buyzer (Chairperson)

Norman Geary

Pat Shuker

Paul Hannagan

Nancy Collins

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- 1 OPENING**
- 2 APOLOGIES**
- 3 PUBLIC FORUM**
- 4 DECLARATIONS OF INTEREST**

5 REPORTS

5.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 3 DECEMBER 2018

File Reference: PAD

Author: Arlene Goss, Committee Administrator (Temp)

Authoriser: Toni Morrison, Group Manager Projects and Administration

Attachments: 1. Minutes of Twizel Community Board Meeting - 3 December 2018

RECOMMENDATION

1. That the Minutes of the Twizel Community Board Meeting held on Monday 3 December 2018 be received and the recommendations therein be adopted.



MINUTES

Twizel Community Board Meeting

3 December 2018

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD MEETING
HELD AT THE TWIZEL EVENTS CENTRE THEATRE, TWIZEL
ON MONDAY, 3 DECEMBER 2018 AT 3.00PM**

PRESENT: Jacqui de Buyzer (Chairperson), Pat Shuker, Cr Paul Hannagan, Nancy Collins

IN ATTENDANCE: Mayor Graham Smith, Suzette van Aswegen (Chief Executive), Garth Nixon (Group Manager Community Facilities), Arlene Goss (Committee Administrator), Tanya Coles (grant applicant).

1 OPENING

The chairperson welcomed everyone to the meeting.

2 APOLOGIES

Apologies were received from community board member Norman Geary, Cr James Leslie, and Twizel township supervisor Angie Taylor.

3 PUBLIC FORUM

Tanya Coles spoke in support of her grant application on page 52 of the agenda. She said the community board has donated money towards Christmas decorations in the past, and she has spoken to people involved in the Market Place decorations last year. This year Cr Russell Armstrong has offered to harvest a tree and put it in the same spot as last year. They needed to buy lights for the tree and the gazebo, and baubles for the tree. She requested \$890 from the board to buy these.

She also asked the community board to consider installing a mural in Market Place with holes for people's faces to take photos. The chairperson said they were open to any suggestions.

The Mayor commended Ms Coles for her initiative. Cr Hannagan offered to approach the shop owners for donations. The chairperson said if the money was granted it would be paid to Ms Coles who would then be responsible for accounting for the purchases. Discussion was held on whether a grant would be for the items listed in her letter, or decorations to the value of the grant. It was agreed to discuss this matter further later in the meeting under Item 5.9.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 29 OCTOBER 2018

COMMITTEE RESOLUTION TWCB/2018/172

Moved: Ms Jacqui de Buyzer (Chairperson)

Seconded: Cr Paul Hannagan

1. That the Minutes of the Twizel Community Board Meeting held on Monday 29 October 2018 be received and the recommendations therein be adopted.

CARRIED

5.2 MATTERS UNDER ACTION - TWIZEL

Theatre seats – When the seats arrive in the country the community board will give notice of the closure of the theatre to the community.

Events centre – Builders are coming to fix the gutters.

Broom – Whitestone have been instructed to spray broom. Delayed by wet weather. This is both at Lake Ruataniwha and at the River Track.

Temporary judder bar for Market Place is in. Walkway has been sealed.

Squash court lease – Mr Nixon has talked to the Aikido Club and they no longer wish to lease the squash court.

Twizel Swimming Pool – Underway with balance of the work to take place after the swimming season.

Camber of the road at the entrance to the long vehicle carpark – Whitestone has been instructed to fix this.

Large trees on Greenway – Tyne trees have been done. A large pine behind the Mackenzie Country Inn is still to be trimmed.

Wifi in Market place – Waiting for fibre connection. Expected to connect in 2020.

Market Place Completion – Funding is in the next year's budget. Planning to take place this year.

Discussion took place on whether the \$100,000 budget was to be spent this year or next year. Mr Nixon to check on this and email members.

BMX track – A working bee would be held this Saturday at 10am.

Memorial plaque – Meridian have offered to fund and place this plaque. The chairperson would like this to be a joint project.

Man-Made Hill – Project on hold as Mr Geary is away.

Long vehicle parking – Mrs Shuker spoke to three campervans and all said they did not see the sign for long vehicle parking until they were turning into the Market Place car park. A sign needed to be put before the service station saying "Long Vehicle Parking 200m" and an arrow. Mr Nixon to pass this to the Asset Manager.

Sports Hall floor – Mr Nixon to draw up a plan for this, taking into account affected users.

Cr Hannagan asked for an update on water pipes and pumps. Mr Nixon will email Geoff Horler, Utilities Manager.

5.3 TWIZEL COMMUNITY BOARD FINANCIAL REPORT

The purpose of this report was to inform Twizel Community Board members on the financial performance of the Twizel Community as a whole.

Mr Nixon answered questions about the hire of the Events Centre, administration costs, and other notes on the financial statements.

Greenway costs are mainly due to repairs to greenway irrigation.

The community vehicle trust have requested the use of a tap at the Events Centre to clean cars.

COMMITTEE RESOLUTION TWCB/2018/173

Moved: Cr Paul Hannagan

Seconded: Ms Jacqui de Buyzer (Chairperson)

1. That the report be received.

CARRIED**5.4 CORRESPONDENCE - IDEAS FOR MARKET PLACE SQUARE UPGRADE**

A document from Elaine Curran, Twizel Business Group, was attached to the agenda. It was to show the results of a survey she undertook on improvements to the Market Place Square.

The community board found this report confusing. Nancy Collins explained the background to the survey. Mr Nixon felt the priority from the survey was additional seating on the greenways. Cr Hannagan has spoken to the shops near the chess board and all except one agreed with a pop up market in that space. It was agreed that the chess board was well used by families.

Regarding the Market Place verandas. Cr Hannagan asked if a follow up letter should be sent to shop owners to clarify the situation. The Mayor has organised a meeting with shop owners planned for early next year. This was a council issue, not a community board issue.

5.5 TWIZEL COMMUNITY BOARD MEETING SCHEDULE 2019

For the Twizel Community Board to adopt the Twizel Community Board meeting schedule for 2019.

COMMITTEE RESOLUTION TWCB/2018/174

Moved: Cr Paul Hannagan

Seconded: Ms Jacqui de Buyzer (Chairperson)

1. That the report be received.

CARRIED**COMMITTEE RESOLUTION TWCB/2018/175**

Moved: Cr Paul Hannagan

Seconded: Mrs Pat Shuker

2. That the Twizel Community Board 2019 meeting schedule be adopted.

CARRIED

5.6 GRANT APPLICATION FROM ZAC BAIKIE

For the Twizel Community Board to consider a grant request from Zac Baikie.

Mr Nixon said the reason for his recommendation to decline the grant was because he had assessed the application against the assessment criteria. Discussion took place on whether the grant would benefit the community or the individual. Cr Hannagan said Zac's achievements would inspire other young people in the community.

The community board discussed the limits of the \$2000 grants budget. Nancy Collins was concerned that other projects might miss out if a large amount was given to an individual.

Cr Hannagan moved to grant \$500. The chairperson seconded this.

Mrs Shuker suggested an amendment that it be a one-off grant.

Cr Hannagan said if it was made specifically clear it was a one-off grant he would like to withdraw the motion. The chairperson said circumstances changed and she was not in favour of making it a one-off. The motion stood unchanged and was carried.

COMMITTEE RESOLUTION TWCB/2018/176

Moved: Ms Jacqui de Buyzer (Chairperson)

Seconded: Cr Nancy Collins

1. That the report be received.

CARRIED

COMMITTEE RESOLUTION TWCB/2018/177

Moved: Cr Paul Hannagan

Seconded: Ms Jacqui de Buyzer (Chairperson)

2. That the Twizel Community Board approves the grant request from Zac Baikie to the amount of \$500.

CARRIED

5.7 CORRESPONDENCE - REQUEST FOR DONATION FROM TWIZEL AREA SCHOOL

The board has granted \$100 to the school in previous years and agreed to continue this tradition.

COMMITTEE RESOLUTION TWCB/2018/178

Moved: Ms Jacqui de Buyzer (Chairperson)

Seconded: Mrs Pat Shuker

That the Twizel Community Board approves a grant of \$100 towards prizes for the annual prize-giving at Twizel Area School.

CARRIED

5.8 CORRESPONDENCE - GRANT APPLICATION FROM BEN OHAU GOLF CLUB

Garth Nixon said the community board did not have the delegation to grant this level of money so a report had been prepared for Council.

The community board was also aware of other issues surrounding the golf club, such as the work on Man-Made Hill. A meeting was planned between Council, the community board and the golf club early next year to discuss water and other issues.

The chairperson would like to respond to the golf club to say they needed to have that meeting, for further clarification, before they could make a decision on this application.

5.9 CORRESPONDENCE - GRANT APPLICATION FROM TWIZEL COMMUNITY CARE TRUST

Cr Hannagan would like to see some involvement from the businesses in Market Place. He suggested a visit to the shops to ask for a donation towards Christmas decorations, and moved that the community board grants up to \$400 as a top up after donations had been received.

The chief executive asked about safety issues around lights. Tanya Coles said Meridian Energy would take responsibility for making sure the lights were safe.

COMMITTEE RESOLUTION TWCB/2018/179

Moved: Cr Paul Hannagan

Seconded: Ms Jacqui de Buyzer (Chairperson)

That the Twizel Community Board grants \$400 to Tanya Coles, from the Mackenzie Community Development Project, towards the cost of Christmas decorations in Market Place.

CARRIED

5.10 WARD MEMBERS REPORT/REPORT FROM MEMBERS OF THE BOARD

Cr Hannagan said Council met in Twizel and spoke to the Commissioner for the Environment Simon Upton about tourism issues.

A problem with the three water pumps in Twizel was discussed. A fix was planned.

Building consent compliance is very good at the moment. He has also been involved in judging students for the Mackenzie Country scholarship and expressed what a positive and rewarding experience it was.

The Mayor added that Council was undertaking an organisational review at the moment. Changes would be coming.

5.11 MINUTES FROM OTHER COMMUNITY BOARDS

The minutes of the most recent meetings of the other two community boards in the Mackenzie District were noted.

The Meeting closed at 4.34pm.

The minutes of this meeting were confirmed at the Twizel Community Board Meeting held on 28 January 2019.

.....
CHAIRPERSON

5.2 MATTERS UNDER ACTION - TWIZEL**File Reference:** PAD**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:** Toni Morrison, Group Manager Projects and Administration**Attachments:** Nil**STAFF RECOMMENDATIONS**

That the information be noted.

Date	Target Date	Subject	Actioned Required By
6 June	Ongoing	Market Place Completion – On projects list for 2018/19. Ongoing.	Mr Nixon
		Replacement of Theatre Seats – Work ongoing.	Mr Nixon
30 October 17	Ongoing	Wi-Fi in Market Place: Wifi to be run from the council office rather than the school. Waiting for a fibre connection to reach the council office.	Cr Hannagan
29 January 18		Events Centre Building Compliance: Local contractors are fixing these matters.	Mr Nixon
12 March 18		Broken yellow lines from the corner of Market Place to the entrance of the long vehicle carpark: Mr Haar said the markings have been tasked and will be painted when Council has an available contractor in Twizel.	Roading staff
12 March 18		Walkway next to 35 Simon St: Resolution passed "That a walkway be established next to the property at 35 Simon Street, Twizel." Whitestone engaged. Work underway	
12 March 18		Lake Ruataniwha Walking Track: Resolution passed that the Twizel Community Board requests staff to organise the spraying of briar rose and erection of fencing at the Lake Ruataniwha Walking Track, within the funds available. Fencing complete. Spraying underway.	Mr Nixon
11 June 18		Camber of road at long vehicle carpark entrance: Programmed with contractor. Will happen shortly.	Mr Haar
30 July 18		Twizel Swimming Pool: Work underway on swimming pool improvements.	Mr Nixon
10 Sept 18		River Track: Mrs Shuker asked for the broom to be sprayed. Mr Nixon to talk to DOC. Proposal from	Mr Norman

		Shaun Norman for signage accepted and signs to be funded from the walkway budget.	
10 Sept 18		BMX Track: Mrs Shuker is working with the school on a community project to clear the track.	Mrs Shuker
29 Oct 18		Memorial to Men who Died on Power Projects: Mr Geary is working with Mr Nixon and Mr Ramsay on this. Plaque to be funded by community board.	
29 Oct 18		Man-made Hill Improvements: On project list for 2018/19. Mr Geary has offered to coordinate this project. The Community board agreed the \$5,000 grant received from Whitestone Contracting limited would be spent on Man Made Hill improvements, signage, seats or replanting work.	Mr Geary
29 Oct 18		Sports Hall Floor at Twizel Events Centre: On project list for 2018/19.	Mr Nixon
29 Oct 18		Sealed Path on Main Highway: Resolution passed "That the Twizel Community Board recommends that Council asks staff to investigate a submission to NZTA for funding to create a sealed path on the main highway to Old Glen Lyon Road."	

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

5.3 TWIZEL COMMUNITY BOARD FINANCIAL REPORT**File Reference:** FIN**Author:** Jo Hurst, Management Accountant**Authoriser:** Paul Morris, Group Manager Finance**Attachments:** 1. Twizel Financial Report to November 2018 [↓](#) **PURPOSE OF REPORT**

To inform Twizel Community Board members on the financial performance of the Twizel Community as a whole.

STAFF RECOMMENDATIONS

1. That the report be received.

BACKGROUND

The financial report for the Community Board for the period to November, 2018, the purpose of which is to update Board member's on the financial performance of the Twizel Community as a whole for that period.

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD
Activity Statement
For the period ended November 2018

	LYTD Actual 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %	Full Year Budget 30/06/2019
Council - General Twizel						
Income						
Targeted Rates	5,020	5,125	5,125	-	0% ✓	12,300
Total Income	5,020	5,125	5,125	-	✓	12,300
Expenses						
Members Expenses	5,050	5,173	5,125	(48)	-1% ✗	12,300
Total Expenses	5,050	5,173	5,125	(48)	✗	12,300
Total Council - General Twizel	(30)	(48)	-	(48)	✗	-

MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD
Activity Statement
For the period ended November 2018

	LYTD Actual 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %		Full Year Budget 30/06/2019
Twizel Community Centre							
Income							
Targeted Rates	37,100	37,155	37,155	-	0%	✓	89,175
Other Income	15,282	24,900	17,085	7,815	46%	✓	41,000
Internal Interest Income	1,407	1,519	1,320	199	15%	✓	3,170
Total Income	53,789	63,574	55,560	8,014		✓	133,345
Expenses							
Employment Expenses	2,139	-	2,670	2,670	100%	✓	6,411
Administration Expenses	6,994	7,953	7,405	(548)	-7%	✗ 1	17,771
Operational and Maintenance	22,132	25,468	25,570	102	0%	✓ 2	61,370
Depreciation	37,085	39,540	39,540	-	0%	✓	94,886
Total Expenses	68,350	72,961	75,185	2,224		✓	180,438
Total Twizel Community Centre	(14,561)	(9,387)	(19,625)	10,238		✓	(47,093)
Capital Expenditure							
Furniture & Fittings	-	23,887	-	(23,887)		3	-
Buildings	-	-	12,500	12,500	100%		30,000
	-	23,887	12,500	(11,387)			30,000

Variance Analysis:

1. Administration expenses are slightly higher than budgeted due to an increase in insurance premiums. This will amount to an extra \$1,320 for the year.
2. Operational and maintenance expenses are currently on budget, however electricity costs have been higher than anticipated due to high usage. Repairs were also made to the Events Centre for code of compliance work.
3. The \$23,887 was a deposit on theatre seating. \$52,500 had been budgeted for this project in the prior year but was held up due to delays.

**MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD
Activity Statement
For the period ended November 2018**

	LYTD Actual 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %	Full Year Budget 30/06/2019
Twizel Investment income						
Income						
Targeted Rates	(1,865)	(3,735)	(3,735)	-	✓	(8,960)
Other Income	1,865	3,735	3,735	-	✓	8,960
Total Income	-	-	-	-	✗	-
Total Twizel Investment income	-	-	-	-	✗	-

MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD
Activity Statement
For the period ended November 2018

	LYTD Actual 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %		Full Year Budget 30/06/2019
Twizel Reserves							
Income							
Targeted Rates	14,665	7,085	7,085	-	0%	✓	17,000
Total Income	14,665	7,085	7,085	-		✓	17,000
Expenses							
Administration Expenses	4,806	3,206	-	(3,206)		✗ 1	-
Operational and Maintenance	3,128	7,947	7,090	(857)	-12%	✗ 2	17,000
Depreciation	1,290	480	480	-	0%	✓	1,149
Total Expenses	9,224	11,633	7,570	(4,063)		✗	18,149
Total Twizel Reserves	5,441	(4,548)	(485)	(4,063)		✗	(1,149)

Variance Analysis:

1. Administration expenses were not anticipated this year as rates were not budgeted for in the individual activities.
2. Operational and maintenance expenses are over budget as \$3,490 was spent on fencing in Morrison Terrace and Max Smith Drive.

MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD
Activity Statement
For the period ended November 2018

	LYTD Actual 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %		Full Year Budget 30/06/2019
Twizel Swimming Pool							
Income							
Targeted Rates	25,340	31,495	31,495	-	0%	✓	75,586
Other Income	-	825	3,300	(2,475)	-75%	✗ 1	16,500
Total Income	25,340	32,320	34,795	(2,475)		✗	92,086
Expenses							
Employment Expenses	3,375	1,519	10,575	9,056	86%	✓	46,875
Administration Expenses	1,914	2,096	2,225	129	6%	✓	3,905
Operational and Maintenance	149,416	6,081	6,126	45	1%	✓ 2	22,664
Internal interest Expense	176	1,935	4,590	2,655	58%	✓	11,016
Depreciation	4,480	5,860	5,860	-	0%	✓	14,053
Total Expenses	159,359	17,492	29,376	11,884		✓	98,513
Total Twizel Swimming Pool	(134,019)	14,828	5,419	9,409		✓	(6,427)
Capital Expenditure							
Plant and Equipment	-	92,413	208,335	115,922	56%	3	500,000
	-	92,413	208,335	115,922			500,000

Variance Analysis:

1. Twizel pool income is less than was budgeted for November.
2. Operational and maintenance expenses are currently on budget, however repairs and maintenance costs are up \$3,006 due to preseason repairs.
3. Budget here is for the refurbishment of the pool. Costs to date were for a mechanical assessment, detailed design, draft documents and the first progress payment.

MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD
Activity Statement
For the period ended November 2018

	LYTD Actual 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %		Full Year Budget 30/06/2019
Twizel Township							
Income							
Targeted Rates	204,568	174,468	174,495	(27)	0%		418,782
Other Income	10,955	5,165	3,750	1,415	38%		9,000
Total Income	215,523	179,633	178,245	1,388			427,782
Expenses							
Administration Expenses	26,325	20,536	16,830	(3,706)	-22%	1	25,318
Operational and Maintenance	217,266	119,831	123,655	3,824	3%	2	296,800
Internal interest Expense	4,603	3,615	5,005	1,390	28%		12,017
Depreciation	24,375	21,510	21,510	-	0%		51,621
Total Expenses	272,569	165,492	167,000	1,508			385,756
Total Twizel Township	(57,046)	14,141	11,245	2,896			42,026
Capital Expenditure							
Implementation of Development Plan	-	-	26,665	26,665	100%		64,000
	-	-	26,665	26,665			64,000

Variance Analysis:

- Administration expenses are over budget by \$3,706 as insurance premiums have increased by \$75 per month which will amount to an extra \$900 for the year. Rates were also higher than had been budgeted.
- Operational and maintenance costs are currently showing as less than budget, however there have been overspends within this category with regards to irrigation of green areas, lawn mowing and township projects which are just timing issues. \$14,925 has been spent on green area paths which is over the years budget of \$10,800 (the balance will be funded from the township reserve), this being for a footpath on the green area between Simons and Hallowell Streets.

MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD
Detailed Expenses Report
For the period ended November 2018

	LYTD November 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %	Full Year Budget 30/06/19
Twizel Township						
Administration Expenses						
0554455. Advertising	44	-	415	415	100% ✓	1,000
0554485. Donations & Grants	259	138	1,125	987	88% ✓	2,700
05544853. Twizel Community Care Trust	7,665	-	3,125	3,125	100% ✓	7,500
0554495. Insurance	1,072	1,321	945	(376)	-40% ✗	2,268
0554595. R & M - Other Community Bldgs	-	-	450	450	100% ✓	1,080
0554615. Rates	17,285	19,077	10,770	(8,307)	-77% ✗	10,770
Total Administration Expenses	26,325	20,536	16,830	(3,706)	✗	25,318
Operational and Maintenance						
0555019. Electricity	193	247	250	3	1% ✓	600
0555020. Gardening - Contractor	19,378	17,686	18,675	989	5% ✓	44,820
05550201. Gardening - Plants	-	-	900	900	100% ✓	2,160
0555021. Contractors	1,042	1,042	1,125	83	7% ✓	2,700
0555022. Irrigation of Green Areas	11,568	10,370	8,335	(2,035)	-24% ✗	20,000
0555025. Lawn Mowing	35,877	36,560	31,665	(4,895)	-15% ✗	76,000
0555026. Repairs & Mtce - Planned	-	-	4,165	4,165	100% ✓	10,000
0555027. Repairs & Maint Unplanned	4,166	4,156	5,415	1,259	23% ✓	13,000
0555029. Tree Maintenance & Pruning	1,656	1,656	2,085	429	21% ✓	5,000
0555035. Playground Maintenance	5,324	688	900	212	24% ✓	2,160
0555042. Litter Bin Collection	19,240	17,450	19,165	1,715	9% ✓	46,000
0555078. Spraying	-	-	900	900	100% ✓	2,160
0555537. Tree Belt Management	16,615	1,070	4,165	3,095	74% ✓	10,000
0555539. Tree Planting	-	-	2,250	2,250	100% ✓	5,400
0555542. Green Areas Path Reinstatement	-	14,925	4,500	(10,425)	-232% ✗	10,800
0555546. Green Ways Fence Reinstatement	4,160	1,652	4,500	2,848	63% ✓	10,800
0555550. Cleanup SH8	-	-	415	415	100% ✓	1,000
0555561. Walkways	2,960	2,085	4,500	2,415	54% ✓	10,800
0555562. Water Intake Land Maintenance	369	868	2,665	1,797	67% ✓	6,400
0555564. Machinery Operating Costs	191	537	415	(122)	-29% ✗	1,000
0555602. Twizel Township Projects	94,526	8,840	6,665	(2,175)	-33% ✗	16,000
Total Operational and Maintenance	217,266	119,831	123,655	3,824	✓	296,800

5.4 TWIZEL COMMUNITY RESILIENCE PLAN

File Reference: CIV

Author: Katherine Hill, Senior Corporate Planner
Phill Mackay, Emergency Management Officer

Authoriser: Toni Morrison, Group Manager Projects and Administration

Attachments: 1. Draft Twizel Community Resilience Plan  

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

The Civil Defence Emergency Management Act 2002 contains a section on a *National civil defence emergency management strategy*. This section outlines goals for managing Civil Defence and Emergency Management (CDEM). Goal 1 covers increasing community awareness, understanding and participation in CDEM.

The Canterbury Group Plan lists numerous objectives to achieve this goal, including the following:

- 4.5.4 Communicate all issues relating to risks effectively to the community and partners,
- 5.4.1 Increase community and business awareness of the risks from hazards and their consequences,
- 5.4.1 Improve community and business preparedness through community based planning.

Council staff have been working in collaboration with the Twizel Emergency Services Committee comprising representatives of Fire and Emergency New Zealand, NZ Police, St John, LandSAR, Coastguard Mackenzie Lakes, Meridian Energy, Twizel Medical Centre, Twizel Community Care, Department of Conservation, Mackenzie District Civil Defence and Emergency Management, and Mackenzie District Council, to consider the hazards, strengths, weaknesses, opportunities and threats of the Twizel Community.

The draft Twizel Community Resilience Plan, attached to this report, has been prepared from the work with the Emergency Services Committee, to give effect to the Canterbury Group Plan to encourage and educate the community about:

- a. The hazards and risks in the Twizel area;
- b. Actions the community can take as individuals, households and businesses to minimise the impact of an event;
- c. Where to find assistance within the community; and
- d. The role of CDEM during response.



In conjunction with this plan council staff have also compiled a generic one page information sheet which will educate visitors to the area regarding actions to take during an emergency event.

Both these documents will be promulgated widely through the community once finalised.


CONCLUSION

As representatives of the Twizel community, the Community Board is asked to note the work being done to prepare the Community Resilience Plan and promote it amongst the community when this plan is delivered to the Twizel community.

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER







Version 1: January 2019



TWIZEL

COMMUNITY RESILIENCE PLAN



**GET READY
GET THRU**

**MACKENZIE**
EMERGENCY MANAGEMENT



Facebook: [MackenzieDistrict](#)
 Website: www.mackenzie.govt.nz
 Freephone: 0800 685 8514 (24hrs)

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1. To the Twizel Community,

The purpose of this plan is to identify hazards that may affect the Twizel community, and to outline what the community can do ensure that **individuals, households and businesses are prepared and are able to respond and remain self-reliant for at least 3 DAYS without any outside assistance if an emergency occurs.**

In this Plan, 'Twizel Community' includes the Twizel township, Lake Ruataniwha, Manuka Terrace, Pukaki Airport and the immediate rural surrounds.

This plan has been prepared with the aim of providing an effective, planned civil defence emergency response that links the community with the Mackenzie District Council, Civil Defence and Emergency Management and the wider response organisations.

In preparation of surviving an emergency the community should undertake to be personally prepared with survival kits of water, food, lighting, heating, radios, spare batteries and medical supplies (see page 11 or visit www.getthru.govt.nz).

The Mackenzie District Council Emergency Management Team would like to acknowledge the help of the Twizel Emergency Services Committee in the development of this Community Resilience Plan. The Twizel Emergency Services Committee comprises representatives of:

- Twizel Community Care;
- Fire and Emergency New Zealand;
- St John Ambulance;
- NZ Police;
- Meridian Energy;
- Coastguard Mackenzie Lakes;
- LandSAR;
- Twizel Medical Centre;
- Department of Conservation;
- Mackenzie District Civil Defence and Emergency Management; and
- Mackenzie District Council.

2. Key Hazards in Twizel

Potentially significant threats to the Twizel community include, but are not limited to, the following:



Wild Fire

A wildfire is any unplanned fire in an open space, such as grassland or forest. People start most wildfires, either deliberately or by accident. The way wildfires spread depends on the amount of vegetation available to be burnt, weather conditions.

The Twizel area has one of the most severe fire climates in New Zealand, having hot, dry periods over summer and frequent warm, gusty north-westerly winds and has experienced wild fires.

For information on how to keep yourself, your family and your property safe from wild fire visit www.fireandemergency.nz



Earthquakes

New Zealand lies on the boundary of the Pacific and Australian tectonic plates. Most earthquakes occur at faults, which are breaks extending deep within the earth, caused by movements of these plates.

There are a number of identified faults in the district. Earthquakes impacting Twizel may occur on local faults (eg Ostler Fault) or distant faults (eg. Alpine Fault).

A large, damaging earthquake could occur at any time, and will be followed by aftershocks that continue for weeks or months.

To find out more visit www.geonet.org.nz

Following a significant earthquake there is an extremely low likelihood of failure of the hydro scheme infrastructure. Such an event could require the controlled release of water which may result in the inundation of low lying areas.



Pandemic

A pandemic is a widespread occurrence of an infectious disease that spreads through populations across a large region, for example multiple continents or even worldwide. A new type of influenza or the flu, is the most likely disease to cause a pandemic. A pandemic could result in restrictions to people going about their daily lives, and emergency services and essential services such as power and food distribution being unable to operate properly. **Responses to pandemics are managed by the Ministry of Health www.health.govt.nz**

Similarly, in the event of an animal pandemic, restrictions to the movement of animals and/or vehicles may be imposed to limit the spread of the disease. **To find out more visit Ministry for Primary Industries www.mpi.govt.nz**



Extreme Weather

Extreme weather events may include drought, strong winds, heavy rain, flood, snow, electrical storms. These events, if severe, can be life threatening and may cause damage to property, infrastructure, affect livestock and crops, and disrupt essential services including roading.

Low lying areas around Twizel River, Fraser Stream and Dry Stream and other water courses, including land to the north-east of the Twizel township may be vulnerable to flooding.

Severe weather warnings are issued by the MetService and are available via Council's facebook page, through broadcast media, by email alerts and online at www.metservice.com

The Regional Council provides rainfall and river flow data at www.ecan.govt.nz



Loss of Lifelines / Technology

Lifelines are infrastructure that provide vital services to the community, such as electricity, gas, petrol, water, wastewater, communications, roads, rail, ports, and airports. Infrastructure networks are vulnerable to natural hazards, such as earthquakes, floods, tsunamis and landslides, but they can also be disrupted by other factors such as terrorism, or lack of maintenance or planning. Small lifeline infrastructure failures, such as short power cuts, are relatively common and do not cause much disruption. However, widespread or long-term failure, such as power being cut for many days after a storm or earthquake, or a closure of SH8 for days, can cause distress or health issues for people and can affect the economy.



Seiche / Lake Tsunami

Mackenzie District's lakes are at risk of a seiche / lake tsunami. A seiche is caused when waves are generated from the ground shaking of the lakebed during an earthquake.

A lake tsunami is a wave generated when a large volume of water in a lake, is rapidly displaced. These events can be caused by underwater landslides or lakeside landslides which may be triggered by an earthquake.

Further information on Mackenzie Basin lake tsunamis can be found at www.ecan.govt.nz (Natural Hazards – Tsunamis)

Long or Strong, Get Gone: if you are near a lake and experience a strong earthquake that makes it hard to stand up or a weak, rolling earthquake that lasts a minute or more, move immediately to the nearest high ground.



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3. SWOT Analysis



STRENGTHS

- Community minded with a strong volunteer base
- Local radio station
- Small population – localised
- High number of resources including machinery, people, industry (supplies), push bikes
- Local knowledge and connections within community
- Airport with planes and helicopters
- Large water supply (lakes)
- Fire and Emergency NZ, St John, NZ Police and well equipped medical centre

WEAKNESSES

- Easily isolated (S/H 8 only road in and out)
- Fast Moving Consumer Goods (FMCG) could become a critical supply due to access
- Large number of tourists (commercial accommodation, Airbnb, freedom camping, in transit)
- Air BnB homes (no resources in these homes)
- Older housing stock (Though history has shown them to be resilient)
- Some emergency volunteers belong to multiple organisations



OPPORTUNITIES

- Air BnB (empty homes to utilise)
- Tourists (skillsets and additional labour units)
- New housing more resilient
- Town is growing and the ability pre-plan for community emergency preparedness

THREATS

- Multiple fault lines (Ostler, Alpine and other minor ones)
- Wild fire risk
- Severe weather (wind, rain, drought and snow)
- Possible loss of lifelines infrastructure including hydro scheme and roading
- Pandemic



4. Maps

During an event, online maps may be published on Council's website
www.mackenzie.govt.nz.





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5. Warnings and Messaging

Warning messages and signals can come from several sources – natural (eg weather conditions), official (MetService weather warnings) or unofficial (local residents).



As an alpine environment, Twizel experiences climate extremes with rapidly changing weather. It is important to be aware of changing weather and to stay up to date with forecasts and weather warnings.



MetService provide national forecasting and weather warnings. Check www.metservice.com for weather warnings prior to an event and up to date forecasting during a weather event.

In addition to using forecasting tools, local residents who have lived in the area for an extended period of time will recognise warning patterns in the weather.

It should be noted that, prolonged or extreme weather conditions can be, in themselves, a warning of potential emergency events such as flooding or wild fires.

Alerts to your phone

Emergency Mobile Alerts



These alerts are messages about emergencies which are designed to keep people

safe and are broadcast to all capable phones from targeted cell towers. To find out more about the alerts or to see if your phone is capable, go to www.civildefence.govt.nz.



Hazard App

Alerts about severe weather or other civil defence emergencies, and information on actions to take in preparation and response to an emergency are also available by downloading the Red Cross Hazard App to your smartphone. This free app is available from the iTunes/App Store and Google Play.



Environment Canterbury Regional Council provides rainfall and river flow data which can be found at www.ecan.govt.nz.



RADIO

Listen to the radio to find out what is happening:

Radio Twizel on 95.8 FM
More FM on 94.2 or 89.4 FM
The Breeze on 99.8 FM
Classic Hits on 94.7 or 98.7 FM

Remember, if you don't have access to a battery powered radio, remember that most vehicles have radios.

GROUND SHAKING

Movement of the ground, or an earthquake, can indicate a larger event or subsequent hazard, such as a lake tsunami.

If you experience ground shaking or movement:



If you are near a lake and experience a strong earthquake that makes it hard to stand up or a weak, rolling earthquake that lasts a minute or more, move immediately to the nearest high ground.

If it's Long or Strong, Get Gone

TRAFFIC INFORMATION

For up to date information on state highways, go to NZTA: www.journeys.nzta.govt.nz
0800 4 HIGHWAYS (0800 44 44 49)

During an event, information on the local road network will be available on Council's facebook page.

POWER SUPPLY

To find out more about a power supply disruption or to report a fault contact Alpine Energy on 0800 66 11 77 or check <http://outages.alpineenergy.co.nz>

Being Community Aware

As a small community, people can work together to share information and help each other out.

Twizel has a large number of visitors who may be passing through or staying in the area during an emergency event.

Remember the following to help each other out:

- Get to know your neighbours;
- Follow instructions given by civil defence, the emergency services and media; and
- Spread the word to people you think may be at risk.



SIRENS

A siren is located at the Twizel Fire Station which is used to summon the crew to respond to incidents.

This siren does not signal the need to evacuate the area or any other public messaging of emergency events.



NO COMMUNICATIONS

If an emergency event affects communication or the nature of the event requires local distribution of information, whiteboards may be set-up in key locations within the village displaying important information.

Find out where the whiteboards will be located on the Twizel township map on page 5.



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6. Civil Defence Response



- Coordinating with communities, local groups and emergency services to initiate and assist in a response to a pending or actual civil emergency, disseminate warnings and information, and identify and make arrangements for civil defence centres if required. This can be at a district, regional or national level.

When a coordinated response by civil defence is required (for declared and non-declared events) the Mackenzie District Council will activate their Emergency Operations Centre (EOC) in Fairlie. This will allow for coordination across all agencies and the Twizel community, enabling a response which minimises the impact of an event on the community. As civil defence is a community response, we all have a role to play in looking after ourselves, our family, friends and neighbours.

7. Emergency Response

The roles and responsibilities of the emergency services are clearly defined by legislation. In the event of an emergency occurring, the roles and responsibilities of these agencies are set out below:

	<ul style="list-style-type: none"> Maintaining law and order Protecting life and property Assisting the coroner Search and rescue (missing persons) 	In an emergency, dial 111
	<ul style="list-style-type: none"> Provision of emergency medical care 	
	<ul style="list-style-type: none"> Fire-fighting responsibilities Containment of releases and spillages of hazardous substances Urban search and rescue (entrapped persons) Limitation of damage Issuing of fire permits to landowners 	
Twizel Medical Centre	<ul style="list-style-type: none"> 	

8. Community Response

The roles of these community groups are to assist the emergency services when requested (ie. LandSAR searching for a missing person), they may help the Twizel community as guided by civil defence or the emergency services to allow the emergency services to remain focused on urgent requests.

Community Groups <i>eg Coastguard, LandSAR</i>	<ul style="list-style-type: none"> These groups possess specialist skills and knowledge which may be called upon by the emergency services during an emergency event.
Twizel Community Care	<ul style="list-style-type: none"> Enable access to welfare agencies & government departments eg IRD, MBIE, MSD and ACC. Facilitate community based services including foodbank, home delivered meals, & community vehicle.
Twizel Community Coordinator	<ul style="list-style-type: none"> The Twizel Community Coordinator provides a local contact for information & required actions between civil defence, emergency services & the community during an emergency event.



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9. Individual Resilience

DO THESE 3 SIMPLE STEPS TO MAKE SURE YOU'RE READY

Step 1: Household Emergency Plan

A household emergency plan will help protect what matters most – you, your loved ones and your pets. It includes knowing the best way to leave your home in an emergency, where to meet and how to contact one another if separated.

Refer page 12 to complete your household emergency plan.

Step 2: Emergency Survival Kit

Whether you're just starting out or you're a preparedness pro, gathering your emergency supplies is easy. You should have supplies for **at least 3 days**. You'll be surprised at how much you already have.

Refer page 11 for more information on how to prepare your kit.

Step 3: Stay Informed

In an emergency or disaster situation, you'll need to stay informed and have the latest information before, during and after an event.

Refer pages 6 and 7 for more information on how to stay informed.

GAS

If cooking or heating with gas, please ensure that you follow safe operating practices.

For further information, see Council's website – CDEM page.

CELLPHONE USAGE

Cellphone networks can become easily overloaded in a crisis. Texting is a better way to communicate with family & friends.

COMMUNICATIONS HUB / CD CENTRE

If an emergency event requires that a communications hub and/or civil defence centre be opened in Twizel, details of this will be messaged.

Check Council's facebook page, listen to the designated radio stations, or check out the emergency whiteboards for details.

BUSINESS RESILIENCE

To find out more about how to prepare your business for an emergency event, check Council's CDEM page.

FURTHER INFORMATION

To learn more about how to be prepared for an emergency, check out Council's CDEM page: www.mackenzie.govt.nz or explore the Get Ready, Get Thru website: www.getthru.govt.nz



GENERATORS

If you are using a generator to power appliances within your home, please ensure that safety is your first priority.

Check out Council's CDEM page for further information.

PETS / ANIMALS

Consider how you will care for your pets & animals in an emergency - what will you do if you need to evacuate? *Consider your animals in your survival & getaway kit planning.*

PETROL

Keep a suitable level of fuel in vehicles – no less than ½ of a tank is useful.

CONNECT WITH YOUR NEIGHBOURS:

- Share contact details with your neighbours so you can contact one another if an emergency occurs;
- Tell your neighbours about your emergency plans and ask about their plans;
- Find out who amongst your neighbours may be able to help you or may need help in a disaster.
- Check on unoccupied / short term accommodation properties to see if anyone needs assistance.

IMPORTANT: always use portable gas appliances and generators outside, in ventilated areas.

10. Key Contacts

IN CASE OF LIFE-THREATENING SITUATIONS, CALL 1 1 1

For general information and advice, you can check with the following organisations:

 <p>New Zealand POLICE Nga Pirihimana O Aotearoa</p> <p>Dial 111 (Emergencies only) Twizel Police Station www.police.govt.nz</p>	 <p>FIRE EMERGENCY NEW ZEALAND</p> <p>Dial 111 (Emergencies only) Twizel Volunteer Fire Brigade www.fireandemergency.nz</p>	 <p>St John</p> <p>Dial 111 (Emergencies only) Twizel St John Ambulance www.stjohn.org.nz</p>
 <p>COASTGUARD NEW ZEALAND</p> <p>www.coastguard.nz</p>	 <p>SEARCH & RESCUE LAND SAR NEW ZEALAND</p> <p>www.landsar.org.nz</p>	
 <p>TWIZEL MEDICAL CENTRE</p> <p>Contact details</p>	 <p>Heartland Services Nga Ratonga ki te Manawa o te Whenua</p> <p>Twizel Community Care Contact details</p>	 <p>Alpine ENERGY</p> <p>https://outages.alpineenergy.co.nz 0800 66 11 77</p>
 <p>Environment Canterbury Regional Council Kaunihera Taiao ki Waitaha</p> <p>www.ecan.govt.nz 0800 EC INFO (0800 324 636)</p>	 <p>MetService</p> <p>www.met-service.com</p>	 <p>NZ TRANSPORT AGENCY WAKA KOTAHİ</p> <p>www.nzta.govt.nz 0800 4 HIGHWAYS (0800 44 44 49)</p>

IN CASE OF LIFE-THREATENING SITUATIONS, CALL 1 1 1

RADIO

Listen to the radio to find out what is happening:

Radio Twizel on 95.8 FM
More FM on 94.2 or 89.4 FM
The Breeze on 99.8 FM
Classic Hits on 94.7 or 98.7 FM

Remember, if you don't have access to a battery powered radio, most vehicles have radios.

11



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11. Personal Preparedness

EMERGENCY SURVIVAL ITEMS

- Torch with spare batteries or a self-charging torch
- Radio with spare batteries
- Wind and waterproof clothing, sun hats, and strong outdoor shoes
- First aid kit & essential medicines
- Blankets or sleeping bags
- Pet supplies
- Emergency toilet – toilet paper and large rubbish bags
- Face and dust masks

Check all batteries every 3 months

FOOD & WATER FOR 3 DAYS OR MORE

- Non-perishable food (canned or dried food)
- Food, formula and drinks for babies and small children
- Drinking water (at least 3 litres per person, per day)
- Water for washing & cooking
- A primus or gas barbeque to cook on
- A can opener

Consider stocking a two week supply of food and water due to our isolation.

Check and replace food and water every 12 months.

Consider how you will pay for items if EFTPOS or internet banking is unavailable.

HOW TO STORE WATER

Wash bottles thoroughly in hot water. Fill each bottle with tap water until it overflows. Add 5 drops of household bleach per litre of water or ½ a teaspoon for 10 litres. **Store in a cool dark place and replace the water every 12 months.**



GETAWAY KIT

Everyone should have a packed getaway kit in an easily accessible place which includes:

- Torch & radio with spare batteries
- Cellphone & charger
- Emergency water & easy-to-carry food rations
- Extra supplies of special dietary items
- First aid kit & essential medicines (& copies of prescriptions), hearing aids & spare batteries, glasses & mobility aids (prescriptions or records)
- Food for infants or young children (formula, food & nappies)
- Change of clothes (wind/waterproof clothing & strong outdoor shoes)
- Toiletries (towel, soap, toothbrush, sanitary items, toilet paper)
- Blankets or sleeping bags
- Face & dust masks
- Pet supplies, including vaccination records
- Important documents:
 - Identification (birth & marriage certificates, drivers licences & passports) or verified copies
 - Financial (insurance policies & mortgage)
 - Precious family photos.



IF WE HAVE TO EVACUATE, WE WILL:

- Take our Getaway Kit;
- Turn off electricity & water;
- Turn off gas only if we suspect a leak or if asked to do so by the authorities; and
- Take our pets with us (if possible).

HOUSEHOLD EMERGENCY PLAN

COMPLETE THIS PLAN WITH ALL MEMBERS OF YOUR HOUSEHOLD



YOUR HOUSEHOLD

Address

1. If we can't get home or contact each other we will meet or leave a message at:

Name	Contact details
Name (back up)	Contact details
Name (out of town)	Contact details

2. The person responsible for collecting the children from school is:

Name	Contact details
------	-----------------

3. Emergency Survival Items and Getaway Kit

Person responsible for checking water and food	
Items will be checked and replenished on: (check and replenish at least once a year)	Date:
The Getaway Kits are stored in the:	

4. Radio station we will tune in to for local information during a CD emergency

Station	AM/FM frequency
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5. Friends/neighbours who may need our help or who can help us

Name	Contact details
Name	Contact details
Name	Contact details

6. Important information about your house/dwelling

On a separate sheet of paper draw a plan of the house showing places to shelter in an earthquake or storm, exits and safe assembly areas and where to turn off water, electricity and gas.

IMPORTANT NUMBERS For police, fire or ambulance call 111 (Emergencies only)

Police station: 03 435 0719	Medical Centre	Insurance
Vet/kennel/cattery	Electricity	Water
Gas	Electrician	Plumber
Builder	Council Helpline (24/7): 0800 685 8514	

IN CASE OF LIFE-THREATENING SITUATIONS, CALL 1 1 1

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5.5 CORRESPONDENCE - LETTER FROM TWIZEL AREA SCHOOL

File Reference: PAD

Author: Arlene Goss, Committee Administrator (Temp)

Authoriser:

Attachments: 1. Letter from Twizel Area School dated Dec 12 2018  

STAFF RECOMMENDATIONS

That the letter be received.

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER



12th December 2018

The Chairperson
Twizel Community Board
C/- Twizel Service Centre
Market Place
Twizel

Dear Community Board Members,

Thank you very much for your generous donation towards our end of year Prizegiving Assembly. These community contributions are used to recognise the achievement of students in the areas of academia, sport, culture and citizenship.

We hope some of your members were able to join us at the Assembly on Wednesday, as we celebrated the success of our students.

Once again, we thank you for your donation, we sincerely appreciate the on-going support you extend to our students.

Thank you TCB

Yours sincerely,

William Feasey
Principal

5.6 CORRESPONDENCE - GRANT APPLICATION FROM MACKENZIE PERFORMING ARTS ACADEMY**File Reference:** PAD**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:** Toni Morrison, Group Manager Projects and Administration**Attachments:** 1. Grant Application  **STAFF RECOMMENDATIONS**

That the community board considers the request.

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

APPLICATION FOR GRANT

1. Name of Organisation/Individual:

Mackenzie Performing Arts Academy
(Mackenzie Therapy Ltd)

2. Address:

[REDACTED]
[REDACTED]

Telephone: [REDACTED]

Email: a [REDACTED]

3. Contact Person: Amy Oughton

Position: Director

Phone: Business: [REDACTED]

**4. Please specify the legal status of your organization –
trust/Incorporate Society/other.** Company, Ltd

**5. Is your organisation recognised as a non profit body by the Inland
Revenue Department?**

No

6. Name of principal officers:

Chairperson/President: Amy Oughton

Secretary:Amy Oughton

Treasurer:Amy Oughton

7. State your organisation's purpose and objectives: To allow children and adults across the Mackenzie Country to be a part of Performing Arts related activities (speech, drama, musical theatre, singing and dance) and improve their communication (verbal and non verbal) skills, confidence, self-belief and performance and musical skills.

8. How long has your organisation existed? January 2018 Mackenzie Therapy Ltd became a registered company. The Performing Arts sector of the company begun in July 2018.

9. Is your organisation responsible to or controlled by any other organisation/authority?

no

10. What level of funding does your organisation request from the Mackenzie District Council?

1. Broadway Junior Showkit for 'Seussical Kids' \$531.82
2. Booking and Handling Fee \$33.00
3. **Total: \$564.82**

11. State the purpose for which the grant is requested:

Mackenzie Therapy and the Mackenzie Performing Arts Academy are asking for assistance from the Mackenzie Council for the full price of the Broadway Musical Licencing and Materials 'Seussical Kids'. <http://www.mtishows.com.au/seussical-kids>.

I would like to put this production on in 2019 in Twizel and open it up to not only the Mackenzie Performing Arts Academy Students, but also to all children in the community aged 4-18 years. Auditions for parts will be held and there will be a crew of children and adults helping out with different parts of the production e.g. staging, lighting, costumes, hair and makeup, Music, set and prop design, stage crew and front of house. Performing is a great way to increase overall communication skills and also has great flow on effect on confidence levels, self-belief, self-motivation and monitoring and of course performance skills. This year I am focussing on the children but in 2020 we will open the doors to a full theatre company production which will include adults and children roles. This is a fabulous way for members of the community to come together, learn something new or advance already existing skills and knowledge in drama and musical theatre. I will be donating all my time for the production seasons and will be offering free singing and drama lessons for all those in the shows to ensure they are confident in their roles. I want these productions to be no cost to families, therefore I am needing funding support to help with all aspects of this show. This application is for the very first thing we will require to get this show up and running this year, the licensing, scripts, audio files etc. Any assistance would be greatly appreciated.

12. State the number whom you expect will benefit from the grant you are requesting:

Members: Currently there are 33 children enrolled into the Twizel MPA Academy (Twizel, Omarama, Mt Cook and Lake Tekapo residents). We also have 18 enrolled in the Fairlie MPA Academy.

Others: Twizel, Omarama, Mt Cook, Lake Tekapo and Fairlie Communities could all be apart of this show. The production has 25 key principal roles as well as an ensemble which could be an additional 10-25. I would also need a full production crew of approximately 20 people.

13. Has your organization received a donation during the past five years?

No we have never received any grants.

Registered for GST, please supply your GST number: No

15. Please supply a copy of your latest audited financial statements.

The current attached financial documents are from Mackenzie Therapy Ltd from the year 2017-2018. This is when Mackenzie Therapy was primarily a sole trading business and was only offering Speech Language Therapy Services and I also had taken 6 months of maternity leave. Since this, Speech-language Therapy services have increased and we have expanded to include the Mackenzie Performing Arts Academy in both Twizel and Fairlie which is run term based with lessons once a week. We also have run school holiday programs that focus on 'confident communication'.

DECLARATION

I hereby declare that the information supplied here on behalf of my organisation is correct:

Name: Amy Oughton

Position: Director

Signature:



Date: 18/01/2019

5.7 GENERAL BUSINESS/ INFORMATION UPDATE**File Reference:** PAD**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:** Toni Morrison, Group Manager Projects and Administration**Attachments:** Nil**STAFF RECOMMENDATIONS**

That the information be noted.

BACKGROUND

The Twizel Community Board chairperson has requested a discussion on the following matters:

- River walk- dumping of rubbish.
- Domain proposal.
- Northwest Arch reserve.
- Signage.
- Playground seat back and shade cloth.
- Cycle track to rowing - chip to course.
- Pool temperature.
- Land reserve Rata Rd and Totara Dr.
- Update on sewer outages over Christmas.

SUZETTE VAN ASWEGEN

CHIEF EXECUTIVE OFFICER

5.8 WARD MEMBERS REPORT/REPORT FROM MEMBERS OF THE BOARD**File Reference:** PAD**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:** Toni Morrison, Group Manager Projects and Administration**Attachments:** Nil**STAFF RECOMMENDATIONS**

That the information be noted.

BACKGROUND

1. Cr Hannagan will provide a verbal report regarding recent Council business that has occurred since the last Community Board meeting for members' information.
2. Reports from members who represent the Board on other Committees.

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

5.9 MINUTES FROM OTHER COMMUNITY BOARDS**File Reference:** PAD**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:** Toni Morrison, Group Manager Projects and Administration**Attachments:**
1. Minutes of Tekapo CB Dec 5 [!\[\]\(19912475863c8d57d179115820c2fa90_img.jpg\)](#) [!\[\]\(c5d7e91b8386f469eab2d1ba779c491a_img.jpg\)](#)
2. Minutes of Fairlie CB Dec 6 [!\[\]\(f2d0f40653986073435ba0324c52eda9_img.jpg\)](#) [!\[\]\(eed1c2a80b34d376dc1bde6ca53fa9cb_img.jpg\)](#)**STAFF RECOMMENDATIONS**

1. That the minutes be noted.

Attached are the minutes of the most recent meetings of the other two community boards in the Mackenzie District. They are attached for your information. Please note that these minutes have not yet been confirmed as accurate at the next meeting of the board.

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER



MINUTES

Tekapo Community Board Meeting

5 December 2018

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO
ON WEDNESDAY, 5 DECEMBER 2018 AT 4.00PM**

PRESENT: Ms Stella Sweney (Chairperson), Steve Howes, Lyn Martin, Caroll Simcox, Cr Russell Armstrong

IN ATTENDANCE: Mayor Graham Smith, Cr Ann Munro, Karina Morrow (Group Manager Regulations), Arlene Goss (Committee Administrator), seven members of the public.

1 OPENING

The chairperson welcomed everyone to the meeting.

2 APOLOGIES

Apologies were received from Suzette van Aswegen (Chief Executive) and Garth Nixon (Group Manager Community Facilities).

3 PUBLIC FORUM

Michael Midgley said he was concerned about the spread of broom, especially from contaminated shingle and contractors' machinery. He appreciated the spraying of lupins but broom was a worse threat to the landscape. He tabled some photographs showing broom around the Tekapo township to show the extent of the problem. The Mayor offered to raise the spraying of broom on council-owned land in the township with the Community Facilities manager. This was also a wider issue to raise with Environment Canterbury. Put this on the action list.

Natalia Zuleta then raised the subject of the lack of rubbish bins in the main carpark area. The bins had been removed and now there was rubbish being dumped around the toilets. The Mayor said a new education programme was being rolled out to educate tourists about rubbish. Ms Zuleta said the bins should be located where people park their cars. The chairperson said this issue had been discussed at previous meetings and part of the problem was campervans and holiday home users dumping rubbish.

Debate took place on the cost of rubbish bins and the rates impact of installing more bins. Another member of the public suggested putting bins near the campervan dump site at Lakeside Drive. And another person said there needed to be a bin at the carpark, even if it was a paid one. One person noted that even if there was a bin there it wouldn't reduce the amount of rubbish on the ground. The idea of a skip was considered and rejected. The community board agreed that a litter bin was needed at the playground.

The chairperson outlined discussions held recently on the rubbish problem and thanked Ms Zuleta for raising the issue.

Ms Zuleta then raised the issue of human excrement around the public toilet because people don't want to pay to use it. She would like the community board to consider making the paid toilets free. The Mayor said this was a trial period and the use of pay toilets would be assessed. Discussion

Tekapo Community Board Meeting Minutes

5 December 2018

followed on whether the toilets should be free and paid parking introduced instead. This would require a by-law.

Regarding the playground, she asked if there was a budget for landscaping. Yes. She asked for fencing around the swale for safety reasons. The chairperson said completing the playground was a priority and the money had been allocated. Shade was also a 'must have' for the playground and the community board agreed. She also suggested a drinking water fountain in the playground. In the village square there was a lounge/seat at the bottom of the ramp. This blocked disabled access and needed to be moved.

Don Mcconchie asked about a reserve on D'Archiac Drive, across from the Tekapo Hall. Would it be possible to plant some trees and get some water installed there for irrigation? Getting some trees established now would be useful for future development. The chairperson said this area was set aside for a future sports ground and asked for this to be added to the projects list.

Simon Weymouth from Tekapo School then tabled some plans for the school pool. He updated the community board on work underway to build the pool. He would like the community board to support the pool as an asset to the community. He said the school was \$22,000 over budget with the pool and as a small school they were faced with opening the pool up to the community and would like to make it a community pool rather than a school pool. The chairperson said the community board strongly supported the needs of residents in the towns as well as tourists. The school and the pool were part of this. Mr Weymouth said he would bring an application to the board at a later date.

4 DECLARATIONS OF INTEREST

5 REPORTS

5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 24 OCTOBER 2018

COMMITTEE RESOLUTION TKCB/2018/126

Moved: Mr Steve Howes

Seconded: Mrs Lyn Martin

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 24 October 2018 be received and adopted as a true and accurate record of the meeting.

CARRIED

5.2 TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION

Boat ramp access, Lakeside Drive – no update.

Playground – Big slide is under construction. Plan of playground to come back to next meeting.

Eastern Carpark – Underway in the new year.

Church of the Good Shepherd – Dog statue looking good. There is a delay for the work at the church. Construction of the fence should have started but Carroll Simcox said there would be something temporary put in place.

NZTA 60km speed restriction on main road – The Mayor said he has followed this up again with NZTA. He has been told the government has called a halt to all work around speed restrictions to sort out a national policy. The community board expressed disappointment with further delays. The Mayor offered to visit Wellington and speak to the person in charge of NZTA. Frustration with the lack of action from NZTA included locally-made signs or road cones.

Discussion moved to an initiative by NZTA to improve footpaths. It was noted that the Twizel Community Board had recently asked staff to request a footpath in Twizel. The Tekapo Community Board passed a resolution requesting footpath sealing on paths adjacent to SHW8 as per the resolution below.

Signage for river walkway – Project money has been put aside to improve the walkway near the river. Tekapo Trails has some new signs to be erected.

Colin MacLaren naming of footbridge – Matter now before iwi for consideration.

Land lease charge for mobile traders – Karina Morrow said she thinks this is possible. Will be reviewing fees and charges in the new year and it's something to look at.

Communication to Tekapo email list – Committee administrator to check if notifications have been put on the Tekapo email list.

Parking Issues – Karina Morrow spoke to this issue, which was raised at the last meeting in the public forum. She said at present Council did not have any rules in place which was why people could park as long as they wanted to. A parking bylaw was needed. Regarding sign-written vehicles, the planning team had picked up on some trailers with big signs and these could be enforced. Forward any issues or complaints to planning staff or Karina Morrow.

COMMITTEE RESOLUTION TKCB/2018/127

Moved: Mr Steve Howes

Seconded: Mrs Lyn Martin

That the Tekapo Community Board asks Council staff to approach NZTA on its behalf with a request to seal some walkways/cycleways in Tekapo. The two priority areas are from Allan Street to Hamilton Drive, and Aorangi Cres along State Highway 8.

CARRIED

5.3 TEKAPO COMMUNITY BOARD FINANCIAL REPORT

Tekapo Community Board were updated regarding the financial performance of the Tekapo Community as a whole.

A question was raised at the last meeting about Tekapo Hall income and whether some technology could be introduced to make the meeting room more attractive for meetings. Put this on the action list.

The budget for rubbish bins was lower this year due to the introduction of the compactor bins.

The chairperson has asked for an extra budget line to show the budget for work on the Church of the Good Shepherd area. Caroll Simcox added she would like to be assured that the MBIE money was spent on the church project and not on other things.

COMMITTEE RESOLUTION TKCB/2018/128

Moved: Ms Stella Sweney (Chairperson)

Seconded: Cr Russell Armstrong

1. That the report be received.

CARRIED**5.4 GENERAL BUSINESS AND INFORMATION UPDATES**

Progress on the Earth and Sky and YHA buildings - Steve Howes reported from a meeting held by Earth and Sky where the lack of parking was discussed. Earth and Sky have a limited number of staff carparks on the site but they were also giving Council cash in lieu of car parking. This money went into a general bucket and needed to be spent by Council on car parking in Tekapo. Questions were asked about the provision of car parking for YHA guests. Some parking spaces are available on what was the old mini golf site.

A suggestion was made to establish a short-term lease of some saleyards land to provide a public parking paddock in the short term.

Simpson Lane – The Mayor said Foodstuffs had given approval for foot traffic and ultimately a road to go through the fence in the Simpson Lane area to approve access. The budget was not included until year 3 or 4 of the Long Term Plan but this would need to happen more urgently. The Mayor would continue to work with the Asset Manager on bringing this forward.

Extracts from the Minutes of the Council Meeting – These matters were for the information of the board.

5.5 TEKAPO COMMUNITY BOARD MEETING SCHEDULE 2019

The purpose of this report was for the Tekapo Community Board to adopt the meeting schedule for 2019.

COMMITTEE RESOLUTION TKCB/2018/129

Moved: Cr Russell Armstrong

Seconded: Ms Carol Simcox

1. That the report be received and the 2019 meeting schedule be adopted.

CARRIED**5.6 WARD MEMBERS REPORT/ REPORT FROM MEMBERS OF THE BOARD**

Cr Armstrong reported on current activity of Council and noted that funding for the regional park and Tekapo Promotions was allocated by Council at its last meeting.

5.6.1 GENERAL BUSINESS

Lions Corner – Member Steve Howes asked if it was possible to hand the maintenance of this area to the town gardener. It was previously established and cared for by members of the Lions Club.

The board agreed and passed a resolution asking for this to happen.

Freedom Camping Enforcement Officer – Member Lyn Martin said at least one person on the community board should know the name and phone number of the new enforcement officer, so issues could be sent to them. Karina Morrow said any issues or complaints needed to come through either Mr Nixon or herself. She said the allocation of work to the officer was a staff matter.

COMMITTEE RESOLUTION TKCB/2018/130

Moved: Mr Steve Howes

Seconded: Ms Carol Simcox

That the Tekapo Community Board asks that Lions Corner in Tekapo be handed over to Council for future care and maintenance.

CARRIED**5.7 MINUTES FROM OTHER COMMUNITY BOARDS**

The minutes from other community boards were noted.

The Mayor thanked the Tekapo Community Board members for a good year and for what they had achieved over the year.

The Meeting closed at 5.32pm.

The minutes of this meeting were confirmed at the Tekapo Community Board Meeting held on 30 January 2019.

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CHAIRPERSON



MINUTES

Fairlie Community Board Meeting

6 December 2018

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON THURSDAY, 6 DECEMBER 2018 AT 4.30PM**

PRESENT: Les Blacklock (Chairperson), Carolyn Coakley, Pauline Jackson, Damon Smith, Cr Chris Clarke

IN ATTENDANCE: Garth Nixon (Group Manager Community Facilities), Arlene Goss (Committee Administrator)

1 OPENING

The chairman welcomed everyone to the meeting.

2 APOLOGIES

COMMITTEE RESOLUTION FCB/2018/95

Moved: Mrs Pauline Jackson

Seconded: Mr Damon Smith

That an apology be received from chief executive Suzette van Aswegen.

CARRIED

3 PUBLIC FORUM

There was no public forum.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 25 OCTOBER 2018

COMMITTEE RESOLUTION FCB/2018/96

Moved: Mr Les Blacklock (Chairperson)

Seconded: Mr Damon Smith

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 25 October 2018 be received and adopted as a true and accurate record of the meeting.

CARRIED

5.2 FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION

The three conifers on the Village Green have been cut down.

Mobile Traders Designated Area Fairlie – The chairman would like an update on this matter. Mr Nixon to ask Karina Morrow for feedback.

Peace Avenue Trees – Whitestone was working on the trees today.

Frisbee Golf Course – Costings have been provided to the board. Mr Nixon asked for direction. The chairman said the board felt that adding to the playground might be a better focus than establishing a frisbee golf course. The playground also needed maintenance. He suggested putting one frisbee hole there and seeing how it worked. Discussion took place on extending the playground with a climbing frame/net or other equipment.

Cr Clarke noted that the other members of the community board had met to discuss the playground earlier in the day and he had not been invited. He asked to be included in future discussions and the other members apologised to him for the oversight.

Walkway to the cemetery – Whitestone has been tasked with this work. A sign also needed.

The community board also noted that the path outside the Fairlie public toilets needed to be extended along Main Street to the carpark, as it was currently a dirt patch.

5.3 FAIRLIE COMMUNITY BOARD FINANCIAL REPORT

The purpose of this report was for the Fairlie Community Board to note the financial performance of the Fairlie Community as a whole.

Money has been donated to the Fairlie Community Centre and this could be allocated towards improvements.

Operational maintenance is over budget for the swimming pool. This was due to money spent in the past month preparing the pool for the season.

COMMITTEE RESOLUTION FCB/2018/97

Moved: Mrs Pauline Jackson

Seconded: Ms Carolyn Coakley

1. That the report be received.

CARRIED

5.4 GENERAL BUSINESS

A suggestion was made to put a hexagonal seat around a tree on Talbot Road. Mr Nixon said he would look into this.

Pauline Jackson asked what work had been budgeted at the community centre for this year. Mr Nixon did not have that information before him. The new cleaner had been engaged and was doing a great job.

5.5 WARD MEMBERS REPORT/ REPORT FROM MEMBERS OF THE BOARD

Cr Clarke said Council was working on a business structure which would be presented to the community boards when it was finished. He outlined the process of the organisational review currently under way.

The councillors have also started looking at the next Annual Plan. Changes at a national level would have implications for the plan and future budgets. These included changes to Civil Defence, and the Three Water Review. The Annual Plan would go out for consultation in July/August next year.

5.6 MINUTES FROM OTHER COMMUNITY BOARDS**COMMITTEE RESOLUTION FCB/2018/98**

Moved: Mr Damon Smith

Seconded: Cr Chris Clarke

1. That the minutes be noted.

CARRIED

The Meeting closed at 6.11pm.

The minutes of this meeting were confirmed at the Fairlie Community Board Meeting held on 1 February 2019.

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CHAIRPERSON